

FUNCTIONS

Support Staff

The Chief, Support Staff, under the general direction of the Director, shall:

1. Serve as Executive Officer to the Director of Training.
2. Exercise general supervision over the operation of the Junior Officer Trainee and the Junior Career Development programs.
3. Supervise the operation of the Film Production Branch.
4. Provide Headquarters supervision of 25X1
5. Provide support to OTR training elements in the fields of library services, editing and reproduction, audio and visual aides, and photographic services.
6. Provide, in coordination with Agency components having primary responsibility, administrative assistance to OTR headquarters elements in the general fields of personnel, budget and fiscal, supply and transportation, and records and registration, and furnish guidance, when requested, to corresponding activities 25X1
7. Review, for OTR concurrence, all proposed OTR and Agency regulatory issuances.
8. Provide for OTR compliance with the Security, Records Management and Emergency Evacuation program of the Agency.

Junior Officer Trainee Program

The Chief, Junior Officer Trainee Program, shall:

1. Determine Agency requirements for Junior Officer personnel, evaluate and select recruits, and arrange for their entrance into the program.

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S E C R E T

Approved For Release 2002/08/23 : CIA-RDP61-00274A000100240021-8

Tab D-3

2. Evaluate and assist in the selection of Agency personnel nominated as trainees under the Junior Executive Career Development program.
3. Develop, coordinate and supervise schedules of training and duty assignments appropriate for individual trainees.
4. Correlate assessments and evaluations of trainees while in training and duty status and make recommendations concerning permanent duty assignments within the Agency.

25X1

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